

QUARTERLY AIR FORCE POSTAL EXPENDITURE REPORT		REPORT PERIOD	Report Control Symbol
TO		FROM	
SECTION I - POSTAGE			COST
1001 - ADDRESS CORRECTION. (Charges for Address Correction must be paid either by cash or deduction from a Postage Due Advance Deposit Trust Account [ADTA]. Report under Mail Code 1001 only if payment is made by cash.)			
1002 - BUSINESS REPLY MAIL (BRM). (Charges for BRM, including BRM accounting fees, may be paid by cash or deduction from a postage due account under Code 1002.)			
1003 - EXPRESS MAIL CORPORATE ACCOUNT. (Report only postage paid by cash or deduction from an Express Mail Corporate Account under this mail code.)			
1004 - MERCHANDISE RETURN SERVICE. (This service can only be paid for by deductions from an ADTA.)			
1005 - POSTAGE METER EXPENDITURES. (Report only actual postage meter expenditures for the quarter under CODE 1005. Do not include postage meter purchases made by check or deducted from an ADTA.)			
1006 - CONTRACTOR REIMBURSEMENT. (Some contracts may require the contractor to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such expenditures.)			
1007 - PERMIT FEES. (Include imprint permit fees and BRM accounting fee. Permit fees must be paid by cash or check.)			
1008 - IMPRINT PERMIT MAILINGS. (Postage on permit mailings [other than BRM, merchandise return service, and second class requester publication rate] can be paid via check, or deduction from an ADTA. Include mailings made under Air Force penalty permit G-825. Report all these purchases under Code 1008.)			
1009 - POSTAGE DUE. (Postage Due [short paid mail] and postage on Postage Due Penalty Mail can be by cash, check, or deduction from an ADTA. When an ADTA is established, charges for BRM and address correction can also be deducted from it. If so, they should not be reported under the Codes for BRM and address correction. In either case, report the purchases under Code 1009 not under the codes for BRM and address correction. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints. When this is done the postage is not reported under Code 1009. When a postage due ADTA is established, all short paid mail is deducted from it.)			
1010 - POSTAGE STAMPS. (Purchases of postage stamps must be paid for by check. NOTE: Do not include stationary items such as postal cards and envelopes which are reported under Code 1011.)			
1011 - POSTAGE STAMP ENVELOPES/CARDS. (Purchases of postage stamp envelopes/cards must be paid for by check.)			
1012 - REQUESTOR PUB RATE, SECOND CLASS. (Payment for these mailings is made by deduction from a ADTA.)			
1999 - TOTAL. (Report the total of the quarter's purchases.)			
SECTION II - ADDITIONAL AIR FORCE POSTAL EXPENDITURES			
EEIC 469. PRIVATE PARCEL DELIVERY COMPANY (Private parcel delivery companies, e.g., UPS, Federal Express, Airborne, etc. Report only expenses purchased with OMM funds.)			
EEIC 473. POSTAL EQUIPMENT LEASING. (Include rental charges for postage meter heads and any other associated postal equipment.)			
EEIC 639. POSTAL EQUIPMENT PURCHASE. (Include cost of purchasing associated postal equipment, i.e., mailing machines, scales, new scale rate prompts/plates, bar code sorters, etc. If in doubt, report and explain in "Remarks" section on reverse.)			
PRESORT SERVICE FEES. (Charges associated with the use of a presort service.)			
AIR FORCE PENALTY PERMIT G-825. (Report only mailings made under Air Force penalty permit G-825 reported in Mail Code 1088 above.)			
MISCELLANEOUS COSTS.			
TOTAL. (SECTION II)			
1999 TOTAL. (From SECTION I, above)			
TOTAL QUARTERLY EXPENSES.			
EXPRESS/NEXT DAY MAIL. (Charges of Express/Next Day Mail Service by USPS Express Mail and all private parcel delivery companies. This includes material sent second day delivery. Include 1003 - EXPRESS MAIL CORP. ACCT.) As of the end of the fiscal quarter report:			
NO. OF LOCAL MAILING PERMITS IN EFFECT	NO. OF ADTAs IN EFFECT	NO. OF POSTAGE METERS IN USE	
TYPE NAME, GRADE, AND ORGANIZATION OF OMM		SIGNATURE	DATE

REMARKS